

# **CRAWFORD COUNTY PLANNING COMMISSION**

## **March Regular Meeting Minutes Crawford County Public Safety Building, Meadville, Pennsylvania**

Commissioner Sjolander, Chair, called the Regular Meeting of the Crawford County Planning Commission to order at 3:06 p.m. on Monday, March 27, 2023.

### **1. Roll Call:**

#### **Planning Commission Members Present –**

Jessica Hilburn, Secretary (via Skype call)

Ron Mattocks, Vice-Chair

Austin Rock, Treasurer

Scott Sjolander, Chair

#### **Planning Commission Members Present Absent –**

#### **Planning Office Staff Present-**

Jonathan Brodak, Allegheny Student Intern

Thomas Gilbertson, Assistant Director for Community Development

Zachary Norwood, Director

Samantha Travis, Deputy Director

### **2. Action on the February 2023 Regular Meeting Minutes:**

Commissioner Sjolander requested a motion to approve the February 2023 Regular Meeting minutes. Commissioner Rock moved to adopt the minutes. Commissioner Mattocks seconded. Motion carried unanimously.

### **3. Action on the February 2023 Work Session Meeting Minutes:**

Commissioner Sjolander requested a motion to approve the February 2023 Regular Meeting minutes. Commissioner Mattocks moved to adopt the minutes. Commissioner Rock seconded. Motion carried unanimously.

### **4. Communications:**

Mr. Norwood provided an update on the communications received by the Planning Commission since the February 2023 regular meeting. Mr. Norwood notified the Commission of receiving and distributing immediately prior to the meeting a letter from Commissioner Dreese notifying the County of her resignation from the Commission. All other communications were included in the meeting packet.

### **5. Reports:**

#### **A. Standing Committees –**

Mr. Norwood stated that before the next meeting a discussion needs to be had about committee assignments, especially transportation. A Transportation Committee member needs to be appointed to represent the CCPC for the Regional Transportation Advisory Board meetings.

#### Transportation Committee:

- No Report

Agricultural and Environmental Concerns Committee:

- Committee met on March 7, 2023. Discussed the origins of the County forest. The Hunter Access Program was also discussed. The Committee is working on an idea sharing installation and signage for County Forest Day. The future work plan includes education materials on a variety of topics.

Personnel Committee:

- The Ad Hoc Committee made recommendations for the CCPC appointments.

Planning Initiatives Committee:

- No Report

B. Planning Director's Report –

**Administrative Updates**

**STAFFING CAPACITY**

The Board of Commissioners has given approval to advertise two positions in the Community Development Division. The first position will replace the vacancy from promoting Samantha Travis. The second position will fill the need of a housing coordinator to administer Crawford County's Whole-Home Repair Program. Management's goal is to have these positions filled before June of 2023.

**COUNTY PLANNING NEWSLETTER**

Staff are exploring the use of an email-based newsletter to communicate with municipalities, key stakeholders, and the public on planning subjects of interest. Any Planning Commission member with interest or expertise on digital newsletters is encouraged to share their knowledge with staff. Commissioners are welcome to participate in upcoming meetings on the subject as well.

**Community Planning Updates**

**COUNTY COMPREHENSIVE PLAN UPDATE**

The steering committee had their second meeting to identify key stakeholder groups and begin the process of determining the best outreach mechanism possible per group. An outline of the public engagement strategy and existing conditions reports were sent to Michael Baker. Staff have begun to draft the statistical survey and crafted a survey for engaging high school junior and seniors. A larger update on the status of the project will be given by Thomas Gilbertson in the work session.

**Community Development Updates**

**ACT 13 PROGRAM**

The Planning Office began receiving applications from entities for the two Act 13 programs. Staff will compile the applications and an evaluation matrix to have the Agricultural and Environmental Concerns committee along with the Transportation committee to evaluate and provide input on awarding funds. The County is looking to review and award funding in April then contract with entities in May.

**2023 CDBG PUBLIC MEETINGS**

Crawford County will hold our first round of public meetings, both for the City of Titusville and Crawford County, on April 27th and May 3rd. More details regarding the meetings, including time and

locations will be released soon. Direct mailings will be sent to municipalities. Staff encourage Commissioners to check in with their municipalities to ensure receipt and review.

**Legislative Updates**

NO UPDATE AT THIS TIME]

**6. Public Comment**

No Comments

**7. Subdivisions, Land Developments & Zoning Reviews:**

- Mr. Gilbertson provided an overview of a proposed zoning amendment that was received from the City of Titusville to revise regulations for the abandonment of nonconforming uses and to regulate permanent dumpsters. Mr. Gilbertson explained that the amendment was a follow-up to a proposal that was received in December of 2022. Commissioner Sjolander requested a motion to refer comments to the City of Titusville. Commissioner Hilburn moved. Commissioner Mattocks seconded. Motioned carried unanimously.
- Mr. Gilbertson provided an overview of a proposed zoning amendment that was received from the City of Meadville. Mr. Gilbertson provided an explanation of the concerns of and recommendation for the City of Meadville for the amendment. Commissioner Sjolander requested a motion to refer comments to the City of Meadville. Commissioner Hilburn moved with discussion. Commissioner Rock seconded. Discussion. Motioned carried unanimously with revisions.
- Administrative Subdivision Reviews – Mr. Norwood gave an overview of the subdivisions and land developments.

**8. Old Business:**

- a. Discussion/Action – Recommendation of CCPC Appointments
  - Discussion on the candidates that were interviewed and considered for open appointments.

**9. New Business:**

- a. Discussion – Planning Commissioner Comments
  - Commission comments on various topics
  - Discussion about on-boarding of new CCPC members

**10. Adjournment:**

The March 2023 Crawford County Planning Commission Regular Meeting adjourned at 4:22 p.m. on Monday, March 27, 2023.

Respectfully submitted,

Jessica Hilburn, Secretary  
Ann Knott, Recording Secretary  
**Crawford County Planning Commission**

cc: Crawford County Board of Commissioners  
**Crawford County Planning Commission April 2023**